



GORING-ON-THAMES PARISH COUNCIL

RECORDING OF MEETINGS POLICY

1. Policy Statement

The Parish Council welcomes the recording, filming, and photographing of public council meetings as a means of promoting openness and transparency.

The right to record, film and to broadcast meetings of Parish Councils was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the press and public to attend such meetings

It is the responsibility of those who undertake the recording and reporting of Council meetings to ensure compliance with the law. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Parish Council meeting which is open to the public provided that the Chairman of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the procedure below.

2. Procedure

Anyone wishing to record a meeting is requested to let the Chairman of the meeting know prior to, or at the start of, the meeting. If the recording involves large equipment or special requirements the Parish Clerk should be contacted clerk@GoringParishCouncil.gov.uk prior to the meeting. The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings. Any person recording Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings. Recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

A person or persons recording the council/parish meeting are reminded that the "Public Participation" period does not form part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

A person or persons making a recording has no right to interrupt a council/parish meeting by asking questions or making comments. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

A notice (see Appendix A) will be placed outside each meeting room warning members of the public that the meeting may be recorded in order that they may make an informed decision as to whether to attend or not. The statutory right to record the meeting overrides any individual objection to being recorded.



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At the beginning of each meeting, the Chairman will announce that the meeting may be filmed or recorded. If anyone speaking at the meeting does not wish to be recorded they should let the Chairman of the meeting know. The chairman may, at their own discretion, require members of the public who do not consent to being recorded to sit separately from those who are content to be recorded.

Any recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chairman to reduce disruption to the proceedings. Any visual recording a meeting must only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned, unless they are speaking to the Council. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chairman regarding respecting the public's right to privacy must be complied with.

The Chairman of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chairman's opinion, continuing to do so would prejudice proceedings at the meeting because:

- recording is disrupting the proceedings of the meeting;
- there is public disturbance or a suspension of the meeting;
- the meeting has resolved to exclude the public for reasons of confidential business.

If the Council has resolved to exclude the public for reasons of confidential business, all recording equipment must be removed immediately from the room.

Recordings must not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings - this includes not editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being recorded.

3. Council recording of meetings

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its Retention and Disposal policies.

The Council will endeavour to live stream meetings of the full Council. The means of connecting to the live stream will be published on the Council website. After about 6 months experience with full council streaming Council will consider extending live streaming to also cover Committee meetings. The recordings will be retained until the Minutes of the meeting, which are the statutory and legally binding formal record of council decisions, have been approved and will then be deleted unless otherwise required. Members of the public who wish to view a recording may make a request to view it via the Clerk.

4. Review

This document was approved for use at the meeting of the Parish Council on 8 September 2025, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 8 September 2025

S Lofthouse, Chair

Appendix A

PUBLIC NOTICE

RECORDING OF MEETINGS

This meeting may be being recorded by members of the public or the press.

At the start of the meeting the Chair will make an announcement to confirm if anyone present intends to record proceedings. Should anyone indicate their intention to record they will be required to do this in a way that is not disruptive of the meeting and does not focus on the public.

It is important to note that those intending to record do not have to indicate as such but are required to act in a way that is not disruptive.

The layout of venues means that the Council cannot normally guarantee to provide a seat or location outside of the range of any potential recording.

If you have any questions please contact the Clerk at the meeting.

The Clerk

Goring-on-Thames Parish Council